

## **Heavy Civil Project Manager**

### **Reports to**

General Manager (GM)/Senior Project Manager (PM)

### **Summary/Objective**

A fast-growing South Sound Contractor is seeking a Heavy Civil Project Manager to join our team. Our Company provides a fast-paced atmosphere with an excellent compensation package for the right Candidate. The perfect candidate will be motivated, qualified, and have a keen attention to detail. This Project Manager will be a team leader that plays a critical role in our project delivery and overall company success.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the Assign and essential functions.

1. Provide leadership and responsibility for the successful safe, on-time and on-budget delivery of assigned construction projects
2. Gain intimate familiarity with plans, specifications, addenda, and scope for multiple construction projects.
3. Initiate and maintain contact with owners and owners' representatives, and act as a liaison.
4. Manage and complete all phases of project documentation (permits, licenses, submittals, schedules, RFIs, work plans, change orders, etc.).
5. Procure project materials, subcontractors, and equipment rentals in a timely and efficient manner.
6. Collaborate with Sr. PM and corporate executives to establish project objectives.
7. Work with superintendents and foremen to plan, organize, and direct construction activities to achieve project safety and performance objectives.
8. Monitor project progress with respect to both financial and schedule performance, and control project through collaborative planning with superintendents and foremen.
9. Alert Sr. PM and organization executives of unsatisfactory project performance and potential problems; investigate and develop corrective plan(s).
10. Manage project performance data and formulate progress reports as requested by Sr. PM and organization executives.
11. Assist accounting dept. by cost coding and approving for payment all project subcontractor and supplier invoices.

### **Competencies**

1. Project Management.
2. Performance Management.
3. Ethical Conduct.
4. Thoroughness.
5. Initiative.

### **Work Environment**

This job operates in an office setting. This role may use standard office equipment such as computers and fax machines.

**Physical Demands**

Ability to routinely lift 50lbs and walk on uneven surfaces

**Position Type and Expected Hours of Work**

This is a full-time position, and work hours are Monday through Friday.

**Travel**

Some travel is expected for this position.

**Required Education and Experience**

1. Bachelor's Degree in Engineering or Construction Management or 7 to 10 years of experience in Construction Project Management or Supervision.

**Required/Preferred Education and Experience**

1. Master's Degree in engineering, construction management, or related is required.
2. Project Management experience.
3. Experience in Microsoft Office products.
4. Experience with scheduling software.
5. Experience with programs such as HCSS Heavy Bid, Heavy Job and Spectrum are preferred, but not required.

**Please send all resumes to Megan Peterson at [mpeterson@mc-ec.org](mailto:mpeterson@mc-ec.org) or submit your resume to the Nisqually TERO Office.**